SUGGESTED ORDER OF BUSINESS

SPECIAL MEETING OF THE GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TIM NADER, GOVERNING BOARD PRESIDENT
NORMA L. HERNANDEZ, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
MANUEL R. LOPEZ, JR., STUDENT GOVERNING BOARD MEMBER
DENISE WHITTAKER, INTERIM SECRETARY TO GOVERNING BOARD
AND INTERIM SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Wednesday, April 27, 2011
TIME: 6:15 p.m.
LOCATION: Southwestern College
900 Oatay Lakes Road
Building 210, Room 214

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Gannio at (619) 482-6301 in advance of the meeting for information on such accommodation.

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<td><strong>Call to Order</strong></td>
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<td>Attendance at this special meeting (Board members arriving after meeting commences will be noted as “present” at point in this suggested order of business at which they arrive).</td>
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<td>Present:</td>
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<th><strong>Pledge of Allegiance</strong></th>
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<th><strong>Oral Communication</strong></th>
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Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered.

An oral presentation to the Board does not constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."
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<td><strong>Action</strong></td>
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<td>4. SUPERINTENDENT/PRESIDENT SEARCH JOB ANNOUNCEMENT (ENCLOSURE)</td>
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Review and approve the job announcement for the Superintendent/President search.

**Information**

5. DISTRICT PROCEDURE – FIRST READING

(Kerns)

As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedure appears before the Governing Board for First Reading:

Procedure No.2715 – Code of Ethics (ENCLOSURE)

First Reading. Information only.
(Revises District Procedure No. 2715 – Code of Ethics)

**Study Session**

6. BUDGET WORKSHOP

(Whittaker)

6A. BUDGET OVERVIEW

Facilitators Joyce Lopes and Neil Bodine will present an overview of the fundamentals of a community college budget.

6B. BUDGET SCENARIOS

6C. SOUTHWESTERN COLLEGE BUDGET DEVELOPMENT PROCESS

Denise Whittaker, Interim Superintendent/President, and SCC Budget Committee Co-chairs Robert Temple, Interim Vice President for Business & Financial Affairs and Andrew MacNeill, SCEA President will present:

- Values
- Reduction Options
- Income Generation
- Shared Consultation Council (SCC) Prioritization

6D. CENTERS STATUS

Christine Perri, Dean, Higher Education Center at National City and Crown Cove Aquatic Center, and Silvia Cornejo-Darcy, Director of Center Operations, Higher Education Center at San Ysidro will provide Centers’ status.

**Adjournment**

7. ADJOURNMENT

(Nader)

Tim Nader
Governing Board President
Southwestern Community College District invites applications and nominations for the position of Superintendent/President.
SUPERINTENDENT/PRESIDENT PROFILE

The Governing Board of Southwestern Community College District invites applications and nominations for the position of Superintendent/President (hereinafter referred to as President). The President is the Chief Executive Officer of the College District and reports to an elected five-member Governing Board.

THE POSITION

The Governing Board is seeking a President who is committed to academic excellence and whose priorities are student learning and student success. The ideal candidate will be a proven leader who is innovative, energetic and a strong consensus-builder. The candidate will also make a long-term commitment to the College District to develop and implement a common vision through shared planning and decision-making processes.

Under the direction of the Governing Board, the President supervises all operations of the College District and assures it is administered in accordance with the policies adopted by the Governing Board. The President provides leadership and advocacy, communicates openly with all constituency groups, serves as the educational leader, maintains community, legislative, and institutional relations, oversees the integrated and strategic master planning process and is responsible for the fiscal integrity of the institution.

SALARY AND BENEFITS

Southwestern Community College District offers a comprehensive benefits package including medical, dental, vision, sick leave and vacation. Salary and other compensation depend upon experience and qualifications, are highly competitive and negotiated with the Governing Board.

THE COLLEGE DISTRICT

Established in 1961, Southwestern Community College District is one of 112 public community colleges in California and the only institution of higher education in the southern portion of San Diego County. The College District employs more than 1,200 faculty and staff, and serves approximately 20,000 students from all age groups, nationalities and educational backgrounds. In addition to its 150-acre main campus in Chula Vista, the College District also operates three Higher Education Centers in the South Bay area and the Crown Cove Aquatic Center in Coronado.

CHALLENGES, ISSUES AND OPPORTUNITIES

The following list reflects current challenges, issues and opportunities that the candidates will need to address:

Leadership, Governance and Advocacy

• Engendering trust and confidence in the Office of the President by improving, encouraging and maintaining open communication on campus and in the community.

• Advocating and supporting the College District’s shared governance, planning and decision-making structure that promotes collaboration, collegial consultation and respect among all constituencies through broad-based sharing of information, responsibility and accountability.

• Understanding the requirements of WASC accreditation standards and ensuring organizational structures are in place to maintain full accreditation status.

• Improving the morale and climate of the institution while facilitating and creating a unified community and campus environment.

• Developing an increased level of confidence within the College District and community at large regarding maintenance of educational opportunities in times of budgetary crisis.

• Serving as an effective advocate for the college and articulating the mission of Southwestern Community College District and the California Community College system in the community, region and state.

Student Learning, Academic Programs and Student Support Services

• Promoting and supporting an environment where teaching and student achievement are central to the mission of the College District and encouraging faculty and staff excellence, creativity and innovation in instruction and student services.

• Promoting and supporting programs and services to increase the number of students that are prepared to transfer to four-year colleges and universities.

• Strengthening and building cooperative partnerships with secondary schools and articulation with postsecondary and transfer institutions, especially with the University of California and California State University systems, thereby establishing the goal of transfer as a priority of the College District.

• Fulfilling the needs of a growing and increasingly diverse student body and anticipating the needs of the community by working with faculty, classified staff and students to initiate and develop innovative programs and curricula to meet those needs.
• Providing the leadership for equal access and student support programs with measurable student outcomes needed for all students and proposing ways to improve the success of under prepared students while maintaining academic standards.
• Supporting and promoting international education programs and opportunities.

Community Education and Economic Development
• Supporting career technical education for workforce training and the continuing development of skills students require to meet workplace and industry standards of performance.
• Participating in activities that strengthen the College District’s image and community relations and developing effective partnerships between the College District and business, government entities and community-based organizations.
• Advancing the region’s economic growth and global competitiveness through education, training and services that contribute to continuous workforce improvement and local economic development.
• Facilitating life-long learning for members of the community, as well as serving the needs of business and industry.

Human Resources
• Demonstrating effectiveness in, and commitment to, building and maintaining institutional diversity and equal employment opportunity.
• Demonstrated ethical leadership in establishing an environment that promotes collegial bargaining and labor relations with faculty and classified staff unions, including knowledge and experience in collective bargaining and conflict resolution.
• Supporting Human Resources policies that foster an environment of fair and equitable consideration for all employees in the creation of educational and professional opportunities for personal growth and career advancement that reflect statewide standards.
• Acknowledging adjunct faculty and their professional contributions to student success and promoting their equity within the College District.

Planning, Finance and Facilities
• Consistent with the institutional mission and goals, provides leadership in creating a shared vision and the establishment of institutional goals with constituent groups and the community in the midst of local and state wide economic crisis.
• Ensuring the College District’s strategic master plan and institutional program review drives the budget process, resource allocation, facilities planning and future development.
• Protecting, expanding and leveraging the College District’s fiscal resources by maintaining a prudent financial management system and aggressively advocating for state and federal funding and creatively pursuing alternative funding resources.
• Supporting technology in the classroom and understanding the need to review, upgrade and maintain equipment and technological systems for teaching, learning and administrative support.
• Participating actively in the leadership of the Southwestern College Foundation.

QUALIFICATIONS

Required Qualifications
• A master’s degree from an accredited college or university is required.
• Senior-level college administration experience.
• Demonstrated knowledge and understanding of accreditation processes, standards and institutional effectiveness.
• Demonstrated knowledge and understanding of budget development and the financial challenges facing California community colleges.
• Demonstrated knowledge and thorough understanding of the role a comprehensive California community college holds within the communities it serves and its varied mission components.
• Experience with and demonstrated sensitivity to the diverse ethnic, cultural and socio-economic backgrounds of students, staff and the community.
DESIRES PROFESSIONAL CHARACTERISTICS, EXPERIENCE AND SKILLS

- An educational leader with an earned doctorate from an accredited college or university.
- An educator with community college teaching experience.
- An educator who has college faculty experience.
- A leader who honors the role of, and is accountable to, the Governing Board and is committed to establishing and maintaining an effective relationship with the Board.
- An educator who has a demonstrated commitment to high academic standards and is committed to academic freedom and excellence in the teaching and learning process.
- An educational leader who has demonstrated commitment to a governance structure that promotes collaborative decision-making, collegial consultation and respect among all college constituencies.
- An advocate for shared planning and collaborative decision making, who delegates appropriately with demonstrated ability to achieve consensus on difficult issues.
- An educator who supports student leadership development, student government and student participation in the shared planning and decision-making process.
- A leader with an ability to work effectively in a collective bargaining environment and has an awareness of a variety of positive negotiating strategies.
- An individual with a proven financial management and planning background, including budgeting, allocating, assessing priorities and coping with challenging financial issues.
- A leader who is an effective and enthusiastic advocate for the institution and is responsive to local needs, with the ability to represent the College District effectively.
- An educator who is knowledgeable of state and federal laws relating to education, especially those pertaining to California community colleges.

Desirable Personal Characteristics

- A person who possesses high professional standards and a personal code of ethics characterized by honesty, integrity, openness and fairness in personal and professional interactions and who is committed to personal and staff accountability.
- A person with cultural competence, committed to, and appreciative of, ethnic, cultural and social diversity.
- An educator who is a consensus builder with a management style that empowers others through team building, is inclusive, collaborative, effective and consistent, who values, supports, motivates and advocates on behalf of staff development and acknowledges their contributions.
- A leader able to function effectively in a rapidly changing environment with the capacity to plan strategically and take plans to completion.
- A leader who is accessible and visible, works well with students, faculty, classified staff and administrators, fosters a sense of community and who is committed to strengthening morale.
- An individual who communicates effectively, possesses an open communication style with strong oral, writing and active listening skills.

THE APPLICATION PROCESS

In a letter of application, five pages or fewer, candidates should succinctly state how they would address the Challenges, Issues and Opportunities at Southwestern Community College District. Candidates should cite specific examples from background and experience to demonstrate knowledge and expertise necessary for this position. The letter of application should indicate to what extent personal qualities and professional characteristics and skills match the required and desirable qualifications for this position.

In addition, candidates must submit a current resume that includes the names, business and home telephone numbers of nine references: two supervisors, two subordinates (including one classified staff member), two community members, two faculty members and one student. References from current and former employing institutions of higher learning are preferred. References will not be contacted without the candidate’s permission.

Applications and nominations may be accepted until the position is filled. However, submission of applications is strongly encouraged no later than Monday, August 15, 2011. All inquiries, nominations and applications will be held in the strictest confidence.

Submit applications and nominations via e-mail only to:
SWCPresidentSearch@swccd.edu

For confidential telephone inquiries about the position, please contact:
Community College Search Services
Dr. James Walker, Search Consultant
(805) 279-0099
walkerjw@sbcglobal.net
or
Dr. Eddie Hernandez, Search Consultant
(714) 336-1266
edwardhernandezjr@yahoo.com

www.swccd.edu
CODE OF ETHICS

Reference: Accreditation Standard IV.B.1.a, e, and h

The Governing Board is committed to serving the educational needs of all residents of the Southwestern Community College District, and to carrying out its duties in accordance with the highest standards of ethical behavior. The Governing Board shall foster awareness of ethical expectations by:

- Providing the Code of Ethics policy and procedure to all trustees and having them available at Board meetings;
- Including a review of the Code of Ethics when orienting new Board members;
- Assuring the vitality of the Code of Ethics by reviewing, reading and signing the Code of Ethics at its annual retreat;
- Using the Code of Ethics as criteria in the Board self-evaluation process.

The Governing Board has responsibility for monitoring itself, and ensuring that laws and policies are followed. Addressing alleged violations of the Code of Ethics is the responsibility of the Board President or other members identified by the Board.

Complaints of alleged violations of Policy No. 2715 shall be submitted in writing to the Vice President for Human Resources within 90 days of the date the alleged violation becomes known or should have become known. The Vice President for Human Resources shall refer the complaint as received to special legal counsel for review to determine if the complaint has merit. If counsel determines the complaint has merit, counsel shall refer the complaint to the appropriate public agency (i.e., Fair Political Practices Commission, District Attorney, Grand Jury, California Attorney General) for final disposition. The purpose of this procedure is to. Any response to such allegations must uphold the public trust.

Possible violations of the Code of Ethics include, but are not limited to, the following:

- Verbal attacks against any person at a public meeting;
- Publicly advocating against Board decisions after they are made;
- Sabotaging the work of the Board;
- Attempting to administer, rather than govern the District;
- Advocating a single interest instead of the common public good;
- Appearing to be the agent of a union, specific community group, or business interest.

The Governing Board will promptly address any alleged violation by a Board member or Board members of the Code of Ethics in the following manner:

The Superintendent/President and Board President are authorized to consult with legal
CODE OF ETHICS

counsel when they become aware of or are informed about actual or perceived violations of Policy No. 2715, "Code of Ethics." Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of Board Policy No. 2715, "Code of Ethics," will be addressed by the Board President, who will first discuss the alleged violation with the Board member. If resolution is not achieved and further action is deemed necessary, the President will appoint a two-member ad hoc committee. The committee will initiate a thorough fact-finding process regarding the alleged violation, including interviews with the person making the allegation and the member in question. The committee will recommend further courses of action to the Board. The Board will consider the committee's findings. If the Board determines that the member has not violated Policy No. 2715, the process shall be concluded. If the Board determines that a violation has occurred, sanctions will be determined by the Board. If the Board President is perceived to have committed the violation, the Vice President of the Board is authorized to pursue resolution.